COACHES ATHLETIC HANDBOOK

NORTH SCOTT HIGH SCHOOL

2002-2003

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Dear Coach:

This handbook is a guideline for you to maintain school policy, improve communications, and develop your sport. All coaches must be aware of the school policies so proper procedures are followed. Please read this book carefully and follow the guidelines in your decision making process. This handbook can help answer your questions, but feel free to discuss any of the statements with the Athletic Director.

Sincerely,

Dennis Johnson
Athletic Director

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STATEMENT OF PHILOSOPHY

The athletic program in the North Scott Community School District is an integral part of the educational program; and as such, is meant to provide learning experiences for the students who elect to participate. Successful athletic programs should foster the development of habits, attitudes, and ideals that are necessary for ethical competition and cooperation in our society. Also, athletics should provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school, and the team.

The North Scott Community School District provides a well rounded program of interscholastic athletics for both young men and women. All students are encouraged to participate in sports that are in the appropriate season.

It is also recognized that the athletic program of the North Scott Community School District provides a focal point toward which the interest and enthusiasm of the student body is directed. The atmosphere of the school is frequently affected by the success or failure of its athletic representatives. Positive school spirit and loyalty by all students and staff members is the desired outcome of our athletic offerings.

ORGANIZATION AND ADMINISTRATION

Iowa High School Athletic Association - Iowa Girls' High School Athletic Union

The North Scott Community School District is a member of the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union. The purpose of these organizations is to promote, develop, direct, protect, and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

Mississippi Athletic Conference

North Scott Community High School is a charter member of the Mississippi Athletic Conference composed of ten high schools. Conference schools other than North Scott are Bettendorf, Burlington, Clinton, Davenport Assumption, Davenport Central, Davenport North, Davenport West, Muscatine, and Pleasant Valley High Schools.

The management of this conference is handled by the Athletic Directors, with final responsibility and authority vested in the Board of Control, consisting of principals of the member schools.

The North Scott Community School District

The Board of Education, responsible directly to the people, serves as the educational agency for the public schools. It has ultimate jurisdiction over athletics, which is an integral part of the total educational program of the North Scott Community School District.

Superintendent of Schools

The executive function is delegated to the Superintendent of Schools, who is charged with the responsibility of administering the policies adopted by the Board of Education.

The Superintendent recommends to the Board of Education the

appointment of all personnel who are given any responsibility for handling of intraschool and interscholastic athletics, approves all policies and procedures recommended by his staff and is directly responsible to the Board of Education for the successful performance of the organizations.

High School Principal

The High School Principal, as the educational leader of the school, is responsible for all activities in the school, including athletics. Responsibility for day-to-day operation of the athletic program is generally delegated by the principal to the Athletic Director and coaches.

Athletic Director

Under the direction of the Superintendent of Schools and the High School principal, the Athletic Director:

1. Organizes and administers the overall program of extracurricular athletics, 9-12.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Obtains officials, team physicians, and security as required, and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic participants and coaches.
7. Arranges provision for meals and lodging for athletes and coaches when necessary.
8. Develops and places into operation, appropriate rules and regulations governing the conduct of athletic activities.
9. Administers the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
10. Prepares and administers the athletic program.
11. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.

12. Supervises cleaning, storage, and care of all athletic equipment, along with maintaining an up-to-date inventory.
13. Supervises all ticket sales and fund-raising events connected with the athletic program, and assumes responsibility for proper handling and accounting of moneys involved.
14. Makes all necessary arrangements for the use of nonschool playing fields and facilities.
15. Arranges the practice schedules for coaches on the fields and in the gymnasium.
16. Assumes responsibility to see that all athletes have a physical examination prior to the beginning of each season and assumes responsibility for processing all of the physical forms.
17. Keeps records of the results of all senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
18. Plans and supervises the annual recognition program for school athletes.
19. Arranges for extra duty personnel for all athletic events.
20. Non-home athletic events shall be supervised by the Athletic Director, or he/she shall make arrangements for a certified person to represent him/her for the school.
21. Participates in special assignments and projects as required by the building principal or district administration.

PERSONAL QUALITIES DESIRED OF ATHLETIC STAFF MEMBERS

1. Enthusiasm.
2. Ability to get along with high school students, yet keeping their respect and demanding performance within their ability limits.
3. Good health.
4. Willingness to learn and to accept constructive criticism.
5. Willingness to help form and implement department procedures in: training habits, discipline, school time lost, budget, and relationship of one sport to another concerning what is best for the student.

6. Willingness to be an active and dedicated builder of a well balanced athletic program with major emphasis placed on whatever is best for the students.
7. Good grooming with clean personal habits.
8. A philosophy that coaching is done for reasons other than monetary return.

Coaches should always be aware of the tremendous influence they wield for good or bad with players under their care. Parents entrust their dearest possessions to the coach's charge, and coaches, through their own example, must always be sure that the students who have played under them are finer and more decent persons for having done so.

The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits. The safety and welfare of players should always be uppermost in a coach's mind. Coaches must remember that they are examples for all the young people in the community in which they coach. It is vitally important for them and the profession which they represent, that their actions and behavior bring credit to athletics at all times.

The function of the coach is to educate students through participation in sports. In teaching a sport, the coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner or loser. The coach should set the example for winning without boasting, and for losing without bitterness.

In their relationship with the institution for which they work, coaches should remember that they are on public display as representatives of their school. School policy regarding athletics should be adhered to, both in letter and in spirit. Also, the coach should remember that other members of the faculty have an interest in the institution and its students.

In their relationship with other coaches, it should be assumed that all coaches are people of integrity. The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits. The safety and welfare of players should always be uppermost in a coach's mind. Coaches must remember that they are examples for all of the

young people in the community in which they coach. It is vitally important for them and the profession which they represent, that their actions and behavior bring credit to athletics at all times. Opposing coaches should be treated courteously and as guests of the school. The winning coach should do all to assure that the losing team be allowed to lose with dignity and leave the contest with its self-respect intact.

Sportswriters and sportscasters should not be used as a means of relieving ill-feelings towards other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty which is expected of them.

Officials are an integral part of the game and it should be recognized that they too maintain high standards of integrity and honesty. Just as coaches make mistakes, so can officials. It is important that their efforts to contribute to the education of young people through sports, be recognized and supported.

DUTIES AND RESPONSIBILITIES OF ATHLETIC COACHES

General:

1. Coaches must always be teachers first, coaches second.
2. Coaches are to demand that their squad members conduct themselves as ladies and/or gentlemen at all times.
3. Weight training is a mandatory segment of the North Scott athletic program. This is a protection program geared to decrease the athlete's risk of injury and to enhance strength and speed.
4. Coaches are held responsible for the conduct of squad members during practice, at games, and on trips.
5. No school keys are to be issued to students under any circumstances.
6. All coaches shall help to promote team morale and spirit.
7. Cooperation is an essential part of the school athletic program. Coaches should cooperate with coaches of other sports in the school. They should support each

other in an ethical manner, never second guessing or otherwise criticizing ability.

8. Coaches are to report promptly for all practice sessions and contests and are to be dressed appropriately.
9. All coaching activities are to be organized and supervised by the coaches so as to insure student safety. No "horseplay" is to be tolerated at any time in the gymnasium, on the athletic field, in the training room, or in the locker or shower room. Regard your practice session as a teaching endeavor.
10. Purchasing of any team clothing or equipment must be approved by the athletic director. Failure to follow this policy could result in coaches being held monetarily responsible.
11. All coaches should be familiar with the rules of the Iowa High School Athletic Association and/or the Iowa Girls High School Athletic Union, as well as the policies of the North Scott Community School District and the policies of their respective sport in the Mississippi Athletic Conference.
12. State law mandates that all participants in extracurricular athletics must have a physical and insurance. Do not allow any athlete to practice or play without a current physical or insurance coverage.
13. Supervision of athletes is most important. Coaches are responsible for their athletes from the time they arrive for practice until they leave the school grounds.

Head Coaches

1. Cooperate with the athletic director on all matters pertaining to the scheduling of contests and the purchasing of equipment.
2. Notify all eligible students as to dates of receiving equipment and dates and times of practice sessions.
3. See to it that facilities and equipment are ready for use and that equipment is issued.
4. See to it that all assistant coaches know their duties and responsibilities.
5. Coordinate, supervise, and evaluate the activities of the assistant coaches.
6. Inform ninth grade and junior high coaches of their system regarding offense, defense, and fundamentals to

be taught. A copy of the coach's system is to be filed with the athletic director.

7. See to it that all ordered equipment has arrived.
8. Recruit student managers for the season and instruct and guide them.
9. Be responsible to the athletic director for the total conduct of the sport.
10. Begin practice on the earliest date allowable to the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, and the North Scott Community School District and see that rules relating to the length of season and post-season activities are followed by the athletes and coaches in their sport.
11. Organize, oversee, and conduct all practice sessions.
12. Cooperate with other coaches whenever facilities must be shared.
13. Insure that all athletes have a physical examination by a medical doctor, an emergency form and a Parent/Student Handbook form signed by the athlete and his/her parent. Athletes who have not met this requirement will not be allowed to practice and participate in game activities.
14 Accompany squads to all home and away competition and see that the traveling squad is well-groomed and that its conduct represents the school and community properly.
15. Require all players to travel to and from contests with the squad unless a player is turned over to his or her parents for the return trip only when direct contact is made with the parents.
16. Insure that all players have a way home after the squad has returned from a road trip.
17. Insure that all squad members have a copy and understand the training rules set up by the state, district, and school.
18. Insure that training rule violations are reported to the athletic director.
19. Instruct squad members on proper use and care of equipment.
20. Insure that equipment is cleaned and/or repaired whenever necessary.
21. Insure that the locker rooms and main lobby rooms are properly supervised and maintained in a neat and proper

manner at all times.

22. Insure that injuries are cared for in a professional manner, including the notification of the trainer, player's parents, and doctor/hospital, if necessary.
23. Work out details of out-of-town trips with the athletic director and provide a list of all travelers to the office.
24. Go through the athletic director's office for early dismissal permission involving long trips.
25. Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose!
26. Keep such statistics as are necessary for school records.
27. Insure that all equipment is checked in, repaired, cleaned and stored.
28. Inventory all equipment and recommend to the athletic director those new items to be purchased for the following season.
29. Develop criteria for earning awards in his or her sport, notify players of the criteria, and at the end of the season submit a list of award winners to the athletic director for approval.
30. Rate officials when required.
31. Complete and return any required forms and statistics to the athletic director and to the North Scott Press.
32. Secure and protect team valuables during practice sessions and games and recommend the use of a valuable bag to keep in sight during road games.
33. Properly secure doors during hours when the custodians are not on duty with special emphasis on vacation days and weekends.
34. Head coaches are responsible for the coverage of their sport in the North Scott Press and in the Quad City Times. Weekly updates must be given to the North Scott Press.
35. HEAD COACHES-NOTE: NCAA Eligibility Requirements on page 37: All athletes who are being recruited by Division I schools must make their counselors aware of it.
36. The solicitation or inducement of student athletes to attend or transfer to any high school with motives related to participation in interscholastic athletics, is prohibited in the Mississippi Athletic Conference.

a. Mississippi Athletic Conference coaches may not

initiate contact with a student athlete enrolled at another school. A student athlete is defined as a student who has participated in one or more practices and or athletic contests in any sport offered by or under the auspices of a high school. A coach is defined as a person compensated or non-compensated who provides services to the operations of a sport with the consent of the Administration or Board of Education.

b. A Mississippi Athletic Conference school will notify the school where the student athlete is enrolled, if it is visited by a student athlete that has intentions of transferring. The notification should take place at the first contact by the student athlete at that school.
c. If a report is made to a MAC Athletic Director that an improper contact has occurred, the Athletic Director will require written documentation of that contact. The schools involved in the report will investigate. If the reported improper contact occurred, then the Mississippi Athletic Conference Athletic Directors and Principals will act in accordance with the Constitution and By-Laws of the MAC Conference and the Iowa High School Athletic Associations.

Assistant Coaches

1. Carry out all duties assigned by the head coach.
2. Work toward the success and improvement of the athletes on their squad within the rules and regulations of the school, the conference, the state associations, and the Iowa Department of Public Instruction.
3. Help in getting facilities and equipment ready to be used and issued.
4. Help issue equipment.
5. Help to enforce proper care of equipment and uniforms by athletes on their squad.
6. Help with checking in equipment and taking inventory.
7. Help in seeing that training rules are enforced and violations reported.
8. Help in seeing that injury reports are made.
9. Help in seeing that the locker rooms are properly supervised and maintained in a neat and proper manner.
10. Be at all practice sessions and at all games unless otherwise assigned by the head coach.

11. Attend all meetings called by their head coach and the athletic director.
12. Recommend to the head coach any new equipment needed.
13. Unless asked by the head coach to do so, it is not the duty of an assistant coach to set policy or talk to squad members about the program.
14. When an assistant coach is in charge of a squad or team, the regulations for head coaches will apply.
15. Participate in the further development of the North Scott weight training program and use this program to enhance the ability of the athletes.

Duties of the Trainer

1. Work under the strict supervision of the team physician and athletic director.
2. Work with the coach in setting up conditioning and training schedules of players. The trainer should be aware of new types of protective equipment and uniforms noting that prevention of injuries is the most successful treatment.
3. Supervise the training room. The work of the trainer should be law among the athletes. The trainer should also strive to gain the confidence of the athlete.
4. Train and recruit necessary student trainers.
5. Inform athletes and parents of the requirements for physical examinations, and check to see that all athletes have had examinations.
6. Report all serious injuries to the family doctor and athletic director. The trainer should not consider himself or herself a doctor by diagnosing and giving medical treatment.
7. Maintain a complete file of athletic injuries and a log of treatment to athletes.
8. Maintain a complete file of physical examinations given to athletes.
9. Recommend to coach, after consultation with doctor, the athlete's return to practice. The doctor has the final word in determining whether a student is fit to return to practice after an injury.
10. Handle all first-aid such as taping, wrapping, massage, whirlpools, scratches, burns, cuts, etc., resulting from

athletic injuries. No person, other than the athlete, should be treated without clearance of the athletic director.
11. Be present at all activities assigned by the athletic director.
12. Attend home football, volleyball, basketball, wrestling, soccer and track events.
13. Attend varsity football games away from home.
14. Notify the athletic director of any abuses concerned with the health and welfare of the athlete. When uncertain about a student or a bad condition, the trainer should personally check on the athlete or the condition.
15. The game must never come before the health and welfare of the student.
16. Submit annual inventory to the athletic director and recommend any new equipment and training supplies needed.
17. In general, serve the training needs of our athletes and coaches by helping the program in any way.
18. Any or all other duties prescribed by the athletic director.
19. Participate in the further development of the North Scott weight training program and use this program to enhance the ability of the athletes.

Weight Training

Weight training is a requirement of the North Scott Athletic Program. All athletes participate in the Bigger, Faster, Stronger Program. This is a protection program geared to decrease the athlete's risk of injury and to enhance strength and speed. In-season sports have priority in the weight room immediately following school. In-season sports athletes will lift two times per week while out-of-season sport athletes will lift three times per week.

Physical Examinations for Athletes

Coaches should be familiar with the rules for physicals for athletes. Under no circumstances are coaches to permit a student to participate in any manner unless there is evidence of a bonafide physical examination on file and signed by a qualified M.D. or chiropractor.

Boys and Girls: A physical is good for one calendar year. In other words, a physical taken June 10, 2002, is good through June 10, 2003.

Note: These are rules of the respective state athletic associations.

Specialization

One of the most controversial topics in high school athletics today is specialization. One side of the issue believes that a young athlete should specialize and be allowed to practice a specific sport year round, without restriction. The other side believes in dividing the time up, so that everyone has an opportunity at many things and practice in a specific sport is allowed during a precise time span.

While the actual practice obviously lies somewhere between the two sides, it is true that the general Iowa High School philosophy is much closer to the latter stance. This will also be the general position of North Scott High School.

To better cope with the problem of specialization, the following rules will be enforced.

1. There will be no deviation from practice starting dates as stated by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union.
2. The sport in session takes precedence where there is overlap.
3. Coaches should not discourage any athlete from participating in another sport.
4. Any squad meeting called for any reason must be cleared by the athletic director unless it is during the designated season.

Starting and Ending Dates

Starting and ending dates for sports seasons as determined by the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, and/or the North Scott Community School District will be adhered to strictly. However, pre-season conditioning of athletes (weight training, running, etc.) is part of

coaching responsibilities, and is strongly encouraged. No form of teaching or coaching skills will be tolerated prior to the opening dates for that sports' season. For all practical purposes, when a team is eliminated from tournament competition, the season is ended.

Team Roster

A complete team roster shall be submitted to the athletic director at the start of each sports season, at which time the athletic director will make necessary verification of eligibility for each athlete.

The roster shall include complete names, addresses, telephone numbers, parents' names, year in school of each athlete, and all other pertinent information that could be used for game programs such as uniform numbers, height, weight, position, etc.

Transfer of Athletes from Squads

An athlete will not transfer from one squad to another for any reason except as approved by both coaches and the athletic director. Spring and summer sport squads are excluded.

Sunday Practices

Coaches are to avoid Sunday practices. There may be occasions when there is a limited time to prepare for (a) the opening game of the season; (b) a tournament game or meet; or (c) games or meets to be held on Monday or Tuesday. On such occasions, it may be permissible to hold Sunday practices providing approval has been given by the athletic director and arrangements for security have been made with the administration. Under no circumstances should a student-athlete be penalized if a Sunday practice conflicts with any family activity.

Should Sunday practice privileges be granted, the basic responsibility for the security of the gymnasium and cafeteria solely rests with the head coach of that sport. Sunday practices will be denied should this responsibility not be fulfilled.

Equally important, this is also time when our student-athletes

have the only opportunity to participate in their family activities. But more important, this is also the time when our coaches should have the opportunity to be with their families.

Communication

Positive communication between coaches, players and parents plays a key role in the success of our athletic programs. Coaches and players must assume a major responsibility in keeping the lines of communication open between themselves. Parents must encourage their sons and daughters to ask questions of their coaches concerning any area that involves their placement on the team and their skill evaluation.

Individual meetings with athletes must be scheduled periodically throughout the season. Coaches must encourage their players to have one on one communication with them.

Parents must communicate with their children regarding their participation on the team. At the end of the season coaches and parents could meet if problems or unanswered questions persist. Parental concerns will be addressed at the end of the season.

These specific points must be emphasized.

1. Good player-coach communication is a top priority on every athletic team.
2. Coaches must communicate one on one with their players on a periodic basis throughout the season.
3. Players must assume some responsibility in communicating with the coaches.
4. Parents must encourage their children to talk to the coach if there are questions about their child's skills or playing time.
5. Parent contacts with the coach regarding their child's abilities, or amount of playing time, will take place before or after the season unless the coach initiates such contact.
6. Every sport will have a meeting at the beginning of the season with parents to explain lines of communication.

Athletic Eligibility

It is a privilege and an honor to be able to participate in athletics

and represent the North Scott Community School District. The student and the school are judged by the participant's character and conduct at all times. High school students serve as a role model to many people and their attitude has an important impact on others. Any student whose habits and conduct in and out of school are not consistent with the ideals, principles, and standards of the North Scott Community School District shall be declared ineligible.

The Board of Education of the North Scott Community School District, following the guidelines of the Department of Public Instruction, Iowa High School Athletic Association, Iowa Girls' High School Athletic Union, and the Mississippi Athletic Conference, states that an athlete is ineligible for competitive sports if the athlete:

1. does not have a doctor's certificate of fitness issued for the current school year.
2. is 20 years of age or over.
3. is below the ninth grade.
4. has attended high school for more than eight semesters (twenty days attendance constitutes a semester).
5. is a full-time student and fails to pass at least four solid academic subjects interpreted as 20 semester hours the previous semester as well as the current semester as determined by the local school administrator.
6. was not in school the previous semester.
7. entered school this semester later than the second week of school.
8. has changed schools this semester (except upon change of residence of parents).
9. has ever accepted any money or expenses for participation in any athletic activity.
10. accepts awards for high school participation other than the customary awards issued by the school.
11. has trained with or has been a member of a college squad or has participated in a college contest. Please refer to the North Scott High School Parent/Student Handbook for specific guidelines regarding athletic participation.

A. In-Season Eligibility Policy
It shall be the policy of the North Scott Community school District that any student who participates in a school sponsored sport may participate in the same non-school sponsored sport during the same season with prior approval and signed permission slip of the **Head** Coach and athletic director or Principal. Such outside participation shall not conflict with the school sponsored sport. Students in violation of this policy will be ineligible to participate in the school sponsored sport for the remainder of that season.

B. Academic Eligibility
A student must pass at least four solid academic subjects which could also be interpreted as 20 semester hours the previous semester and must be making passing grades in subjects for which 20 semester hours credit is given for the current semester as determined by the local school administrator.

C. Attendance
Athletes will be allowed to practice or participate in contests on any given day only if they are in school for one-half of the school day. Athletes must report to school by 11:30 a.m. to be eligible for participation on any given day with the exceptions only made through the athletic director or by making arrangements in advance.

Athletes are expected to be in school the day following an activity. To just "sleep in" will be an unexcused absence.

D. Suspension From School
A student may not rejoin the squad until the school suspension has been lifted by the high school administration. He/She shall not practice or play in a contest until the suspension is completed.

E. School Equipment
An athlete shall not have in his or her possession any school-owned equipment from this school or any other school, except that which has been issued by the coach.

Indefinite suspension from athletics shall result until the equipment is returned in reasonable condition or reimbursement is made.

F. Additional Requirements
Additional requirements for each sport may be issued by the coach of that sport. These rules shall be presented to each student at the beginning of the sport season and a copy filed with the principal and athletic director.

Conduct of Squad Members

Coaches are held responsible for the conduct of their squad members during practices, games, on trips, and any other time when they represent their school.

The head coach, or the coach in charge, will hold the ultimate responsibility to properly control the players whether it be on the field, in the dressing room, during the course of an entire road trip, and any other area in which the students are representing the school as squad members. Being on the field includes the time that the athlete leaves the dressing room to the time of return to the dressing room.

Properly controlling the athletes under coaches' supervision means that the coach will be expected to utilize fair and proper discipline that is within the guidelines set forth by the school administration and the athletic policies.

One coach must be present in dressing room, building, or area after games or practices until all squad members have departed. **This job may not be delegated to custodians, equipment managers, trainers, student managers, or squad members.**

It will be expected that if there are any irregularities either before, during, or after any game or practice, that the first responsibility of the head coach will be to control and resolve any problem regarding players. The head coach will be expected to notify the athletic director and principal of any irregularities and if unable to satisfactorily resolve the problem, will support any action that

may have to be taken by the athletic director and/or principal.

Keys and Security

All coaches will be responsible for the security of the facilities which they are using. Under no circumstances shall keys or Sonitrol cards be issued to students.

Open Gyms

1. The open gym must be open to all students in the district. Most often this is done through school announcements and notification in the local media.
2. There can be no coaching - faculty or coaches are not to be playing with the athletes. There is not to be any resemblance of drills, etc. It is strictly a fun time for the student body.
3. Obviously, someone has to supervise the open gym. Immediately the coach indicates that he/she is willing to supervise the open gym. It is legal to have your coach supervise, however, absolutely no coaching or instruction.
4. Open gyms are truly for fun.
5. It is imperative that the school administration oversee the open gym program to be certain coaches are supervising and not coaching or instructing.
6. Liability relative to the open gym activity is the direct responsibility of the local school district.
7. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
8. Open gym shall not be called or posted for specific sports.
9. An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.

Penalty. A school whose volunteer or compensated coaching personnel violate this rule is ineligible to

participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

Subrule 36.15(6) became effective with the 1993-94 school year.

Rescheduling Games - Game Time Changes

Any rescheduling of games resulting from weather postponements, etc., will be done by the athletic director unless delegated to the head coach. Under no circumstances will any coach be permitted to change the starting time of a game or meet unless approved in advance by the athletic director.

Awards Night

Seasonal award nights will be held at the conclusion of the fall, winter, and spring seasons. Appropriate awards presentations will be made to those who participate in summer activities.

Booster Club

The North Scott Athletic Boosters is the only officially recognized athletic booster organization of North Scott High School. Requests to the booster club should be made known to the athletic director by the head coach. All coaches are urged to attend and support the activities of the booster club.

Purchasing

The following procedures are to be followed by all coaches when they desire to place an order for any school-related equipment or supplies.

1. The coach must first justify the equipment and/or supplies needed to the athletic director.
2. The athletic director will approve or reject the request on the basis of the following criteria:
   a. Is the item immediately needed for the safety and welfare of the individuals involved?
   b. Is the item a necessity or a luxury?
   c. Are funds currently available for the purchase of such items?

3. The athletic director will place the order by District Purchase Order if such order has been approved. The coach will need to get a bid including shipping for items needed and turn it into the athletic office. All items ordered will be sent to the athletic director's office, and upon receipt of the goods, he will notify the business office to insure proper payment.
4. Coaches do not have the authority to make orders without the prior approval of the athletic director. The following procedures should be used when ordering approved game uniform shirts with individual names or non-essential items for team members (such as t-shirts, sweatshirts, etc.):
   a. The coach should collect all funds for such items before presenting the order to the athletic director OR order items in his or her own name.
5. Coaches do not have the authority to make requests for money from the booster club nor to make solicitations from private sources unless approved by the athletic director.

Requests for Travel

Requests for travel will be made by the athletic director to the Director of Transportation. School vehicles for squads of thirty players and coaches or less, will be used. If a van is used, the coach must turn in to the bus garage receipts for gas used in those vehicles. For squads of more than thirty players and coaches, and the trip being longer than 100 miles, charter transportation may be considered by the athletic director, especially if the contest falls on a school day. Considerations for charter transportation will be made in conjunction with the availability of buses, cost to the district, and appropriateness.

Weather Decisions Regarding School Transportation

In the event that inclement weather should be questionable as to whether teams travel out-of-town, the decision will be jointly made by the athletic director, director of transportation, and the superintendent of schools or designee. Appropriate contact will be made with those schools that will be affected by any local decision. The primary concern will be for the safety of the

students, their coaches, and the vehicles used in transporting athletic teams.

Scouting

Scouting requests must be submitted in writing by the head coach to the athletic director and approved by the athletic director. Requests for scouting will be given only for the sports of football and basketball. Trips are to be kept to a minimum with film and video tape exchanges being encouraged.

Travel in Non-School Vehicle

In the event that school vehicles are not available for approved travel, the school district will reimburse the driver for the appropriate mileage allowance approved by the North Scott Community School District Board of Education. The driver must also have the proper insurance if any students are to be transported in a private vehicle.

Travel in School Buses by Athletic Teams

1. Students must return on the bus unless previous arrangements have been made with the building administration (coach) at the request of the student's parents.
2. The trips to and from a game or other event will be made on the same bus.
3. Students will be expected to conduct themselves in an orderly manner that would include: (a) conversing in normal tones; (b) singing appropriate songs; (c) remaining in their seats; (d) being courteous and obeying the coach and driver; and (e) no scuffling or horseplay.
4. Bus windows will remain closed unless permission is obtained from the driver to open them. The driver will control the ventilation of the bus. If windows are open, students are to keep hands and heads inside.
5. Obscene literature is prohibited.
6. No smoking by anyone.
7. All refuse will be placed in wastebaskets and the bus left clean.
8. Failure to follow the bus regulations will result in

appropriate disciplinary action.

In addition, coaches are reminded of the following:

1. The emergency door is to be used only for emergencies and not as an entrance or exit. Please do not block the emergency door with equipment.
2. There may be occasions when it is necessary for athletes to dress on the bus. If this is done, care should be taken that valuables are not left on the bus with student clothing.
3. Travel routes to the city, game, or meet site of destination are to be given to the bus driver by the coach.
4. Coaches are requested to encourage cooperation and respect for the drivers on the part of their students. In the interest of the safety of all, distraction of the driver by excessive noise, scuffling, etc., should be avoided. The driver needs to be able to concentrate on the job of driving.
5. Complaints concerning bus transportation should be through the coach and athletic director to the director of transportation. Driver complaints will be referred through the director of transportation to the athletic director and coach.

Special Rules:

1. Football
   a. Shoes with steel tipped or hard rubber or plastic cleats must be removed before the student boards the bus or enters the school.
   b. Soft rubber cleated shoes may be worn, but players should remove mud before boarding the bus or entering the school.
   c. Shoes should never be put on the bus seats.
   d. If players remove tape while on the bus, it should be deposited in the wastebasket.
2. Track, Soccer, Football, Baseball, Softball
   a. Spikes are not to be worn in the bus or in the school at any time.
   b. Boarding or exiting through the emergency door is prohibited except in case of an emergency.

Clinics

For years, coaching clinics have been encouraged by the North Scott Community School District for professional improvement. Clinic requests have been approved within the limits of those moneys made available from the athletic department. Proper procedure calls for the head coaches to submit their requests with the athletic director. The final decisions on clinic requests will be made by the Athletic Director and Superintendent of Schools.

Rules Meetings

Head coaches must attend the appropriate rules meetings of their sport sponsored by the state associations. Transportation to these meetings will be provided by the school district.

Professional Travel for Coaches

Coaches are encouraged to attend professional meetings/clinics to keep abreast of the latest developments in the areas that they are coaching. Such meetings should not be regarded as a "bonus" for good effort in coaching, but as a sincere attempt to grow professionally as a coach.

1. Head varsity coaches may be absent for one contract day for attending a coaching clinic, coaching school, coaches' meeting, or state final tournament. This leave will be a professional leave, and should be requested through the athletic director on a professional leave form.
2. Any high school coach, head or assistant, wishing to attend a clinic, coaching school, coaches' meeting or state tournament final, may be absent from teaching duty for one contract day per school year for attending such meetings by taking a day of personal leave, subject to the availability of a substitute teacher.
3. For each additional contract day missed for attending such clinics or meetings, the coach will not be reimbursed for expenses incurred for attending such meetings or clinics.
4. In the event a person is coaching more than one sport, the benefits of the regulations may be used for one sport only during a given year.

5. No coach will be allowed to miss practice or contests to attend such clinics or meetings without the written approval of the head varsity coach from whose sport he will be absent, along with the approval of the athletic director.
6. Under no circumstances will expenses be paid for any members of the coach's family when attending clinics or contests where his team is competing.
7. The administration will approve the number of professional leaves to be gone on a certain day. This will be done so as not to compound the problem of substitute teachers covering teachers' absences.
8. To help eliminate conflicts, requests for coaches to be absent on a contract day for clinics or meetings need to be in the athletic director's office at least four weeks prior to the absence. Along with this request, the coach must have information concerning their clinic and/or meeting attached to his leave form. If allowed, the athletic director will initial the form and send it on to the principal for his approval and signature. Once this is completed the leave form will be sent to the Central Administration office for final approval.
9. The athletic department allots a specific amount of money to be used by each sport for attendance at such clinics and/or meetings. This amount of money is under the jurisdiction of the varsity head coach and the athletic director.
10. Expenses incurred by the coaches for attendance at clinics/meetings, will be reimbursed by the athletic department from the specific amount of money allotted to their sport. Coaches must present an expense form with their receipts to the athletic director.
11. The athletic department will pay for the substitute teachers and the transportation for such clinics or meetings.
12. Drake Relays - Please note that the ratio of coaches to athletes is one to five, (professional leave). When necessary, this policy may be waived by the athletic director.

<u>Coaches Conducting Summer Clinics</u>

Members of the coaching staff of the North Scott Community

School District wishing to conduct summer clinics for athletes must notify the athletic director of their intent. Under no circumstances will a coach be allowed to conduct a clinic that is in violation of rules set forth by the Iowa High School Athletic Association, Iowa Girls' High School Athletic Union, and/or the North Scott Community School District. Coaches should do the following in setting up their summer camp:

1. Reserve the time they would like to have their camp in the Athletic office.
2. All camp materials (t-shirts, etc.) need to be purchased with a school district purchase order done in the Athletic office.
3. All money taken in for camps needs to be turned into the Athletic office and the checks should be made out to North Scott High School.

<u>State and District Tournament Trips</u>

Any sport qualifying for state or district tournament competition involving staying overnight will observe the following guidelines:

1. For team sports, the number of players allowed to accompany the team will be no more than is allowed by the Iowa High School Athletic Association or the Iowa Girls' High School Athletic Union.
2. For individual sports, only those who qualify will be a part of the group making the trip.
3. Varsity head coaches and their appropriate assistants will be considered part of the traveling squad.
4. No more than a total of two (2) students may accompany the team as a student manager, student trainer, or statistician.
5. No more than one (1) alternate may accompany the team unless more are provided for by either the Iowa High School Athletic Association or Iowa Girls' High School Athletic Union.
6. Financial and all other arrangements for the entire trip will be handled by the athletic director if accompanying the group or by her designee.
7. Each head coach will be expected to file with the athletic director, a written guideline given to all parents and students who make the trip indicating what standards will be expected of the team while away from North

Scott.

8. The head coach will determine the eligible students to make the trip with the approval of the athletic director.
9. If, after the team participates, there is a layover period of 48 hours or more before the next activity, the team will return home following the first event and return to the site when required unless otherwise authorized jointly by the principal, athletic director, and superintendent or designee.
10. Cheerleaders of sports participating in a state tournament series will be allowed to go under the following guidelines:
    a. Football - if the team makes the playoffs.
    b. Wrestling - if at least three wrestlers qualify for the state tournament.
    c. Basketball - if the team makes the state tournament.
    d. Cheerleaders will be transported by school vehicles and allowed to attend only when accompanied by their sponsor.
    e. If there are consecutive nights of participation, cheerleaders will be fed and lodged overnight, otherwise, on events involving non-consecutive days, they will return to North Scott until the next event.
11. Any unusual circumstances not covered above that should arise will be resolved jointly by the principal, athletic director, superintendent or designee, and the head coach of the sport involved.
12. These policies will in no way supersede those policies established by the North Scott Community School District, Iowa High School Athletic Association, and the Iowa Girls' High School Athletic Union.

State Tournament Ticket Sales and Attendance

1. Tickets - if made available to the North Scott Community School District, the following priorities will be followed according to the number of tickets supplied.
    a. Parents of participants.
    b. Other interested students and faculty.
    c. General public.

2. Transportation
    a. School district vehicles will be used when available - if school district transportation is unavailable, the athletic department will subsidize transportation cost as financially able.
    b. Charter buses will be used when school district transportation is unavailable.
    c. School arranged transportation will be available on this priority:
        1. North Scott High students with tickets for the event.
        2. Faculty members with tickets.
        3. General public with tickets.
        4. Students will have first priority to available school arranged transportation; any others will be able to ride only if space is available after satisfying student needs.
3. Attendance
    a. Students
        1. Those students purchasing tickets according to established procedures.
        2. Students will be excused following the attendance policy - all arrangements will be made prior to established deadline.
        3. Students will comply with established policies for district transportation.
    b. Faculty
        1. Only chaperones will be considered for attendance at state tournaments for school business.
        2. Any faculty members may attend complying with the master contract.

Award Requirements

All students who participate in a sport at North Scott High School for an entire season and who are in good standing at the close of the season will receive an athletic letter of some type.

There are four types of letters: (a) Varsity; (b) Junior Varsity; (c) Sophomore; and (d) Freshmen Numerals.

It has always been the policy at North Scott High School that

any student who participates the entire four years in one sport will automatically receive a major letter during his or her senior year.

The following are additional requirements for each individual sport for major letter awards:

Cross Country
1. Must participate in seven varsity meets; or (top five).
2. Break 11:00 minutes as a freshman or 10:30 as a sophomore. (Boys)
3. Break 14:00 minutes as a freshman. (Girls)
4. Coaches' discretion.

Football
1. Play in at least one-half of the varsity quarters (eighteen).
2. A senior who has been on the squad for an entire season during his sophomore, junior, and senior years, and if injured, must stay with the squad in some capacity unless the injury prevents it.
3. Coaches' discretion.

Volleyball
1. Must play in 50% of the varsity games and be part of the team for the entire season.
2. Any player who finishes the varsity season in good standing.

Girls Basketball
1. Any girl who plays a total of 12 varsity quarters.
2. Any girl who finishes the season in good standing.

Boys Basketball
1. Must play in 50% of the varsity games and be part of the team for the entire season.
2. Any boy who finishes the season in good standing.

Wrestling
(Senior Criteria):
1. Completion of the season in good standing.
2. Four year participant of high school wrestling.

3. Seniors not meeting one and two may qualify for a varsity letter below.

(Senior, Junior, Sophomore, Freshmen Criteria):
1. Completion of the season in good standing.
2. Wrestle fifteen or more varsity matches.
3. One of the following:
   a. Win 50% or more of matches wrestled.
   b. Score thirty or more team points.
   c. Unanimous vote of wrestling coaches.

(Junior Varsity, Sophomore, Freshman):
Each wrestler will receive a letter for his appropriate class upon completion of the season in good standing.
A freshmen or sophomore may receive a junior varsity letter if he:
1. Completes the season in good standing.
2. Wrestles ten or more junior varsity matches.
3. One of the following:
   a. Wins 50% or more of matches wrestled.
   b. Scores fifteen or more team points.
   c. Unanimous vote of the wrestling coaches.

A freshmen may receive a sophomore letter if he:
1. Completes the season in good standing.
2. Wrestles five or more sophomore matches.
3. One of the following:
   a. Wins 50% or more of matches wrestled.
   b. Scores fifteen or more team points.
   c. Unanimous vote of the wrestling coaches.

Boys Golf
1. A senior who was on the squad as a junior.
2. Qualify for half the scheduled varsity meets and play in those played.
3. Qualify for three varsity meets and the sectional tournament and play in those played.

Girls Golf
1. Must participate in seven varsity meets over the season, as well as meet all standards of attendance. A girl who does not qualify for the varsity letter will receive the letter appropriate to her grade level if she has satisfied her attendance requirements.
2. Completes four years.

(attendance): Must attend all practices unless

absence approved or excused prior to practice through contact with coach. Also, must participate in all meets.

Boys Tennis

1. Makes the traveling squad.
2. Scores a point in two-thirds of the varsity meets played.
3. Coaches' discretion.

Girls Tennis

1. Must play in one-half of the varsity meets.
2. JV in half of JV meets.
3. Coaches' discretion.

Boys Track

(Varsity)

1. A senior who has been out for track for four years.
2. A senior who has received a letter previously in track.
3. Any athlete who has competed in six varsity meets.
4. Any athlete who places in conference, district, or state meet.

(Sophomore)

1. Any athlete competing in all sophomore meets.
2. Any athlete who places in conference meet.
3. Any athlete who places in one or two multiple meets.
4. Any athlete who competes in a varsity meet.

(Freshmen)

1. Any freshman who completes the season.

Coaches' decision at level of award - special cases.

Girls Track

1. Places within the top five in a track meet having six or more schools.

Baseball

1. Any player who finishes the varsity season in good standing.

Softball

1. Coaches' discretion.
2. Plays varsity entire year.

Soccer

1. Coaches' discretion.
2. Plays varsity entire season.

Student Managers

Each head coach will determine the number of student managers he or she desires; and in turn, select the boys and/or girls the coach feels will do an outstanding job.

Student managers must conform to the eligibility requirements that have been adopted for members of our athletic squads.

Student managers are eligible for an athletic award only upon the recommendation of the head coach. Criteria to be used in determining a manager's letter (major or minor), should be discussed with the athletic director. The letters MGR will appear on the letter in representing the school.

Cheerleaders

Cheerleaders are recognized as being an important part of the school's athletic program especially when influencing the actions of spectators. It is important to recognize that the primary purpose for cheerleaders is to promote school spirit, lead in cheering, and to influence those in attendance toward the positive aspects derived through competitive athletics. Acrobatics are of a secondary importance.

The sponsor will have sole responsibility for the conduct and training of the cheerleaders and will work with the athletic director in formulating rules and procedures. It will be expected that either the sponsor or an administrator will accompany the cheerleaders on all road trips; otherwise, the head coach or designee will be in charge of the cheerleaders and their conduct.

Cheerleaders will be expected to abide by the athletic eligibility rules as given to athletes and managers regarding training rules and will be subjected to the same procedures. The sponsor has the authority to make additional rules and requirements as deemed necessary.

Evaluation of Coaches

It is the responsibility of the Athletic Director to evaluate high school coaches. After the season, the head coach and the athletic director will have an evaluation conference. A written evaluation report will be given to the head coach and a copy will be placed in the coach's file. The head coach will assist the Athletic Director in the evaluation of assistant coaches.

Calling List

All head coaches are encouraged and expected to notify the news media about their sport as well as the results of their games or meets.

Coaches are encouraged to contact as many newspapers and stations after each game, and this responsibility can be delegated to an assistant coach or student manager or statistician.

The following is a current list of phone numbers for various newspapers, radio, and television stations:

Newspapers

North Scott Press, Eldridge	285-8111
Quad City Times, Davenport	383-2244
Des Moines Register, Des Moines	1-800-532-1455
Iowa City Press Citizen, Iowa City	1-319-337-3181
Cedar Rapids Gazette, Cedar Rapids	1-319-398-8257
Muscatine Journal, Muscatine	1-563-263-2333

Radio Stations

WOC & KUHL, Davenport	344-7025
WHO, Des Moines	1-515-242-3558
WMT, Cedar Rapids	1-319-395-0533

Television Stations

WHBF, Rock Island	1-309-786-5441	Collect
WQAD, Moline	1-309-764-8589	Collect
KWQC, Davenport	383-7037	
KGAN, Cedar Rapids	1-319-395-9076	

WORKER'S COMPENSATION

What to do if you are injured on the job.

In the event that you are injured on the job you need to do the following to insure coverage through workman's compensation.

Call the school nurse immediately: Linda Tuftee
School #: 285-3217
Home #: 225-2352
Cell #: 210-2532

If you need medical treatment due to a work-related injury or illness; you may seek treatment at either of the following doctors:

1. Dr. Schreck's office 285-7232 or
2. Dr. Goodwin's office 285-7521

For a **SERIOUS INJURY OR ILLNESS** (or any treatment that should not wait until clinic hours the next day) seek treatment at either of the following:

Genesis Medical Center

EAST Campus	WEST Campus
1227 East Rusholme St.	1401 W. Central Park Ave.
Phone: 421-1000	Phone: 421-1000

If a prescription is needed: Take to the Eldridge Pharmacy, 650 E. LeClaire Rd., Eldridge. An open account for work related injury or illness prescriptions has been set up. If a prescription is needed after hours, you may call the following Eldridge Pharmacists: John @ 359-0618 or Terry @ 309-762-1135.

Please Note: If you choose to be treated by any other medical treatment center and/or physician you may not qualify for any workman's compensation insurance benefits, and you may be responsible for all medical costs related to the incident.

ORGANIZATIONAL CALENDAR

Name of Sport _____

School Year _____

Note: Fall Sports start in August
Winter Sports start in November
Spring Sports start in February/March
Summer Sports start in April/May

Month _____ Year _____

PROJECTS:

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EDUCATIONAL PROGRAM SERIES 600

Policy Title Multicultural and Gender Fair Education Code No. 603.4

Enrolled students in the school district community shall have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ethnicity, ability or disability.

The educational program shall be free of such discrimination and provide equal opportunity for the participants. The educational program shall foster knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, gender, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities shall be included in the program. The educational program shall also foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society. The program shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal educational opportunity shall be directed to the compliance officer by writing to the Superintendent, Title IX, Title VI and Section 504 Compliance Officer, North Scott Community School District, 251 E. Iowa St., Eldridge, IA 52748; or by telephoning (319)285-4819; or by writing to the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administration office and the administrative office in each attendance center.

Legal Reference:
29 U. S. C. 624-634, 794 (1988).
34 C.F.R. pt. 104 (1995).
42 U. S. C. 2000e-11
Iowa Code 279.8, 280.3-.14, 601A.9 (1989)
281 Iowa Admin. Code 11.5
281 Iowa Admin. Code 12.5(8)

Cross Reference:
104 Equal Education Opportunity
500 Objectives for Equal Educational Opportunities for Students
505 Student Scholastic Achievement

Approved January 28, 1991 Reviewed March 10, 1997
Revised April 24, 2000
NORTH SCOTT COMMUNITY SCHOOL BOARD OF DIRECTORS

NCAA ACADEMIC ELIGIBILITY

NCAA Bylaw 14.3.1.1 Division I. A qualifier in Division I is defined as one who is a high school graduate and who presented the following academic qualifications:

1. Graduate from high school.

2. Successfully complete a core curriculum of at least 13 academic courses. A core course is defined as " a recognized academic course designed to prepare a student for college level work." Courses that are taught at a level below the high school's regular academic instruction level shall not be considered core courses, regardless of course content. This core curriculum includes the following:

   English - (4 years required) - core courses shall include instruction in the following areas: grammar, vocabulary development, composition, literature, analytical reading or oral communication.

   Mathematics - (2 years required) - core courses shall include one year of algebra and one year of geometry (or one year of a higher-level mathematics course for which geometry is a prerequisite).

   Additional Courses in English, Mathematics, or Natural or Physical Science - (1 year required)

   Social Science - (2 years required) - core courses in social science shall include history, social studies, economics, geography, psychology, sociology, government, political science or anthropology.

   Natural or Physical Science - (2 years required) - core courses shall include biology, chemistry, physics, environmental science, physical science or earth science. One full year must be a lab science course offering, but only if a lab course is offered by the high school.

   Additional Academic Courses - (2 years required) - must be from academic courses in the four areas above, or from foreign language, computer science, philosophy or non-doctrinal (e.g., comparative) religion.

The record of the above courses and course grades must be certified on the high school transcript or by official correspondence, and

The SAT or the ACT used to establish eligibility must be taken under normal testing conditions on a national test date. The test may be taken on any number of occasions, utilizing the best score (for each section). Each of the best scores then may be combined to meet the necessary test score requirement. It is suggested that the student plan early to take the test. Some students are beginning to take the SAT/ACT as early as their sophomore year. See your guidance counselor for the national testing dates and the required scores

All juniors interested in participating in athletics at the collegiate level must sign up for the NCAA Clearing House. This is done in the guidance office.

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IMPORTANT POINTS

*These requirements may not apply to NCAA Division III institutions, where eligibility for financial aid, practice and competition will continue to be governed by institutional, conference and other NCAA regulations.

*This legislation establishes a minimum standard for athletic eligibility. It is not a guide to a student's admission to the institution. Under NCAA legislation, a student's admission is governed by the regularly published entrance requirements of each college.

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If you have a learning disability or are physically handicapped, contact the NCAA office for additional information about the application of Bylaw 14.3.

Bylaw 14.3 requirements do not apply to Division III.

Your eligibility for financial aid at Division I and II colleges also may be affected by Bylaw 14.3.

Notes: